

**City of Stafford
Police Department
2702 South Main Street
Stafford, Texas 77477-5599
281-261-3950**

Position: Crime Victim Liaison

Class Structure: Public Safety Support

Class: Crime Victim Liaison

Level: Stand Alone

Department: Stafford Police Department

Salary: \$45,000 with benefits – Health Insurance / Retirement – Non-Exempt

Submit resume and application to: Lieutenant Davis Pham

Posting Date: April 5, 2016

Deadline: Open Until Filled

Key Job Responsibilities:

- Provide 24/7 on call coverage, responding to crime scenes where victim assistance is requested.
- Initiates contact with crime victims through correspondence, telephone, and in person.
- Provide ongoing support, victim advocacy, and referrals to victims.
- Schedule appointments and interviews with victims.
- Serve as the liaison between victims / witnesses, attorneys, court services, law enforcement, etc.
- Assist with submittal of victim services related applications and monitor the progress from initiation to the receipt of benefits.
- Prepare and maintain Stafford Police Department records, reports, correspondence, and other documents related to crime victim assistance.
- Accompany victims to court and medical appointments, as needed.
- Research services and programs to assure services provided are professional and meet quality and timeliness standards.
- Educate public and department personnel on crime victims' rights, services, and Crime Victim's Compensation Act.

Knowledge / Skills:

- Exceptional knowledge of Code of Criminal Procedures as related to Crime Victims.
- General knowledge of Court Documents, law enforcement terminology, and TCIC/NCIC.

The City of Stafford provides an equal employment opportunity for all qualified persons without regard to race, color, religion, age, sex, disability or national origin. The complete job description can be found at www.staffordtx.gov.

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Minimum Qualifications:

- Possess a Texas driver's license.
- Associates Degree, preferably in the field of Social Services or Criminal Justice, or a minimum 5 years related job experience; or, an equivalent of combination of education and experience sufficient to successfully perform the essential duties of the job.
- Possess good verbal skills and good working knowledge of Microsoft Office programs (Word, Excel, Access, and PowerPoint)
- Type a minimum of 40WPM at 90% accuracy
- Pass background investigation